

31 OCTOBER 1999

Security

**REMOVAL, CONTROL AND ISSUE OF
CLASSIFIED MATERIAL**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AMARC/LAAO (M. Flanagan)
Supersedes AMARCI 31-401, 12 Jan 1996

Certified by: AMARC/LAA (D. Omness)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 31-4, *Information Security*, and applies to the Aircraft Management (LA), Logistics (LG) and Comptroller (FM) Directorates. It provides the procedures and responsibilities for processing and controlling classified items, systems or documents in aerospace vehicles not covered in standard processing procedures.

SUMMARY OF CHANGES. Deletes legacy system reports and inputs. Updates references, format, style and office symbols. This is a complete rewrite of the instruction so changed paragraphs are not indicated.

1. GENERAL. Aerospace vehicles received for storage or reclamation will not be moved from the process in areas until a classified inventory is completed in accordance with (IAW) AFMCR 65-9, *Removal of Parts From Aircraft Arriving or in Storage at the Aerospace Maintenance and Regeneration Center* and AMARCI 21-119, *Receipt/Processing In Aerospace Vehicles and Related Storage Assets*.

1.1. Aircraft assigned to flyaway storage may have classified equipment left on board if the classification is not higher than CONFIDENTIAL. Items classified higher than CONFIDENTIAL may not remain in the aircraft regardless of the storage category.

1.2. Process In Division (LAI) will inventory and remove classified items from aerospace vehicles selected for reclamation:

1.2.1. That are destined for reclamation on arrival at AMARC before being moved to the reclamation or storage areas.

1.2.2. Re-inventory those that arrive at AMARC destined for storage and are later selected for reclamation, to ensure all classified items are removed.

1.2.3. Will be inventoried for classified equipment again before being transferred to the Defense Reutilization and Marketing Office (DRMO) for disposition.

1.3. Personnel must have a SECRET security clearance to perform classified equipment inventory and removal.

1.3.1. LA and LG directorates will exchange rosters of personnel authorized to release or receipt for classified property and identify personnel who must enter the classified storage area.

1.3.2. The rosters will be updated with any personnel changes and will be coordinated with LAI, LAR and Process Out (LAO) Divisions, the Supply (LGS) and Logistics Support (LGL) Divisions, Forward Supply Management Branch (LGSC), and the LA Security Manager.

1.4. If classified documents are found during aerospace vehicle inventory, contact the immediate supervisor and follow normal security procedures.

Workload Division (FMW) will process a MAXIMO input (paragraph 2.9.3) to record aerospace vehicles with classified equipment removed.

2. PROCEDURES AND RESPONSIBILITIES.

2.1. The Process In Support Branch (LAIO), Planner will:

2.1.1. Identify incoming aerospace vehicles that may have classified equipment on board based upon the configuration.

2.1.2. Prepare the AFMC Form 958/959, **Work Control Document** package for the Process In (LAIR) Branch, indicating what items are classified and are to be removed and where the items are located on the aerospace vehicle.

2.2. LAIR will:

2.2.1. When impractical to remove units of CONFIDENTIAL equipment:

2.2.1.1. Prepare a letter for each aerospace vehicle, listing item part number and nomenclature and the reason for not removing.

2.2.1.2. Retain a copy in suspense pending receipt of final approval.

2.2.1.3. Hand-carry the original letter to the LAI Chief for approval. (**NOTE:** If the LAI Chief disapproves, return the letter to LAIR Chief for further action.)

2.2.1.4. Hand-carry the approved letter to LA Director for final approval. **NOTE:** Naval Inventory Control Point, Field Service Office (FSO) Detachment approval is required for Navy aircraft.

2.2.1.5. When LA approval is granted, destroy the suspense copy, reproduce the original for the LAIR files and send the original to the Production Control Division, Policy and Technical Services Branch (LAAO), Aircraft Records.

2.2.2. Perform aerospace vehicle inventories IAW AMARCI 21-119 and inspect for classified equipment or documents.

2.2.2.1. If requested, perform a joint classified inventory with the ferry pilot or aircraft commander.

2.2.2.2. See paragraph 1.3 to process classified documents.

2.2.2.3. List classified equipment removed on the AFMC Form 958/959 showing the mission design series (MDS), aerospace vehicle serial number, nomenclature of the item or system, and equipment security classification and send the AFMC Form 958/959 to LAAO, Aircraft Records.

2.2.2.4. Prepare an AF Form 1991, General Purpose Creation, in two copies IAW AMARCR 65-20, AMARC Aerospace Vehicle Inventory Control/Status System, showing that all classified items have been removed and send a copy to FMW, Aircraft Status for input (See paragraph 1.4). File the other copy in suspense until processed.

2.3. LG functions will:

2.3.1. Process classified items into and out of classified storage IAW existing procedures.

2.3.2. Coordinate reporting, disposition and demilitarization (demil) of classified items IAW existing procedures.

2.4. Planning Support Branch (LAOO), Planner will coordinate with FMW to determine what, if any classified items are to be reinstalled on departing aerospace vehicles.

2.4.1. Normally, all classified items and equipment for contractor destination aircraft withdrawals will be shipped separately from the aircraft.

2.4.2. Higher headquarters decides installation of classified items for foreign military sales.

2.4.3. List classified equipment to be reinstalled on an AFMC Form 958/959 showing the MDS, serial number, nomenclature and classification from the process in AFMC Form 958/959 filed in LAAO Aircraft Records.

2.4.4. Write the statement "No Classified Equipment Installed," when applicable.

2.5. Aircraft Maintenance (A or B) Branches (LAOB/LAOD) will:

2.5.1. Review the C03ALIST, Component Status Listing, and the LAOO, Planners AFMC Form 958/959 of classified equipment with LGSC and mark the classified items to be processed out of storage and reinstalled on departing aerospace vehicles.

2.5.2. Ensure only authorized (paragraph 1.2) personnel sign for classified property on the issue and hand-receipt and maintain security of equipment until installed.

2.5.3. Schedule installation of classified property by authorized personnel (paragraph 1.2).

2.5.4. After reinstallation of the classified equipment, send the completed AFMC Form 958/959 to LAAO, Aircraft Records to be used as an official notification of classified material installed on outgoing aircraft.

2.6. To reissue classified items from storage for installation on a departing aerospace vehicle.

2.6.1. LGSC will coordinate with and submit the item request to Logistics Support Division, Special Assets/Storage Branch (LGLM) and Storage/Distribution Branch (LGSD).

2.6.2. LGLM will:

2.6.2.1. Process the item transfer input IAW AMARCI 23-207, *Forward Supply Management*, ensuring a hand-receipt is produced for each item.

2.6.2.2. Request disposition IAW AMARCI 21-100, *The Processing of AMARC Accountable Assets*, for items removed from reclamation aerospace vehicles or those departing without classified items.

2.6.2.3. Arrange demil of items to be disposed IAW AMARCI 21-101, *Demilitarization*.

2.6.2.4. Arrange shipment of items when and as directed by the owner, system manager or FMW IAW AMARCI 21-100.

2.6.3. LGSD will ensure that the hand-receipt is signed when the classified property is given to the authorized (paragraph 1.2) individual.

2.7. LAAO, Aircraft Records will:

2.7.1. File the AFMC Form 958/959 in the aerospace vehicle record file that show classified items removed from incoming aircraft.

2.7.2. Prepare an AFTO Form 290, **Aerospace Vehicle Delivery Receipt**, for Air Force aircraft or an AMARC Form 49, **Army/Navy Aerospace Vehicle Delivery Receipt**, for all Army and Navy aerospace vehicles scheduled for departure.

2.7.3. Upon receipt of the completed AFMC Form 958/959 from LAOB/D showing the reinstalled classified items on flyaway aircraft, annotate the AFTO Form 290 or AMARC Form 49. File the applicable form with the aerospace vehicle's holdback file.

2.7.4. IAW Technical Order 00-20-5, *Aerospace Vehicle Inspection and Documentation*, type the following information on a blank card and place the card on the front side of the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Document**, binder:

2.7.4.1. Security classification of the items.

2.7.4.2. Title or nomenclature of the item or document unless the title or nomenclature is classified.

2.7.4.3. Send the flyaway aircraft records to the chief of Flight Test (FT).

2.8. Security classification of items may be researched in the FED LOG, the D043 system or in the Security Classification Guide. Refer all questionable items, actions or personnel to the directorate security manager or to the AMARC Security Manager (CCS).

FMW will:

2.8.1. Determine from the statement of work (SOW), contract or other documentation from the aerospace vehicle customer whether classified items are to be reinstalled, shipped to a specific destination or requested for disposition.

2.8.2. Provide guidance to the appropriate planners to arrange for processing the reinstallation, shipment or demil of the classified items.

2.8.3. Process the AF Form 1991, from LAIR showing all classified items have been removed.

2.8.3.1. In MAXIMO, go to Equipment Records Module, Equipment [Main] screen and enter the AMARC Production Control Number (PCN) for the aerospace vehicle and press [Enter].

2.8.3.2. The aerospace vehicle record will appear on the screen. Single click on the EQ SPEC (equipment specifications) button (see figure 1).

2.8.3.3. In the Classified Equipment Removed flag, change the N (no) to Y (yes) to indicate the classified equipment has been removed.

Figure 1. Aircraft Inventory (Aircraft Inventory) Screen.

Aircraft Inventory - [Aircraft Inventory]

File Edit View Options Table Database Select Window Help

Save Insert Clear Prev Next Q-view Return Ret/Sel Screens Menu Print

Equipment **AN2S0026** Foreign Military Sales ☐ Previous Project NCS10000
Freeze ☐ Actual Induction 04/11/1996 Museum Assign ☐ Status SB

Classified Equipment Removed? ☐ Y
Capability for ALCM? ☐ N

Navy

Status Code	3R	Maintenance Cycle	0
Tour Cycle	2	Tour Cycle End Date	00192
SarDip	912	Flight Hours	4,337
Operational Last Tour	57	Total Operation Service	97

Technical Orders

T.O. 1	
T.O. 2	
T.O. 3	
T.O. 4	

BROWSE First record retrieved. ABC

31 OCTOBER 1999

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OFFICIAL

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